



Position Announcement

Energy Analyst

AGENCY OVERVIEW

The New Hampshire Office of Energy and Planning is a small executive level agency with the dual missions of supporting sound land use planning that enhances the State's economic growth while preserving its unique character and natural beauty, and supporting sound energy policies that encourage the use of renewable resources and energy efficiency, increase the affordability of energy, and serve low-income populations with assistance programs.

OEP provides information, data and guidance to assist decision makers on issues pertaining to development, land protection, energy use and community planning. We help to guide the State's growth through public policy development, education, research, and collaboration, and advise the Governor on energy and planning matters. OEP manages an array of planning and energy programs including Fuel Assistance and Weatherization, both of which serve low-income households, Floodplain Management, the Conservation Land Stewardship Program, the State Data Center, and Municipal and Regional Planning Assistance.

JOB SUMMARY

This Energy Analyst position requires analyzing data and information to guide energy policy, producing reports and studies, representing the agency at public forums and in meetings or other communications with state agencies, elected officials, business and industry, and other members of the public. Other duties include monitoring legislation, attending/participating in public hearings and work sessions at the legislature, and representing the agency in proceedings at the Public Utilities Commission.

RESPONSIBILITIES / ACCOUNTABILITIES

- Supports OEP's energy programs and federal grants, including assisting with grant applications, reporting and compliance activities to support federal grants and other projects.
- Collects and analyzes qualitative and quantitative energy-related data and information to inform energy policy and programs, support emergency planning and fuels reporting, and assist with state agency energy management.
- Collaborates with OEP staff, other state agencies, and other stakeholders to aid in the development of energy programs and strategies, and to leverage resources through collaboration with other entities.
- Coordinates with and supports the Director and Deputy Director, other OEP staff, legislators and other stakeholders to ensure that energy efficiency, renewable energy, lower energy costs, energy assurance and preparedness, and consumer protection goals and other state energy goals are advanced.
- Participates in proceedings before the NH Public Utilities Commission (PUC), including appearing at pre-hearing conferences and technical sessions, drafting discovery requests, participating in settlement discussions, coordinating with other parties, drafting pre-filed testimony, testifying at hearings, and other work necessary to support OEP's participation at the PUC.
- Tracks legislation, attends and testifies as appropriate at state legislative hearings and work sessions.
- Researches and analyzes applicable federal and state laws, regulations and policies.
- Provides technical assistance and responds to energy-related inquiries from public and private entities, and individual consumers.
- Assists with developing content for and updating the OEP website.

- Represents OEP at public meetings, with regional and national organizations, and at inter-agency functions as assigned.
- Represents OEP in energy emergency operations and serves in the State Emergency Operations Center during activations.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of energy systems and markets, energy efficiency, renewable energy, and related issues;
- Strong written, oral, and interpersonal skills and strong analytic and strategic thinking abilities;
- Ability to establish successful working relationships with diverse stakeholders;
- Ability to represent the agency effectively in a range of public forums;
- Ability to work well both independently and as part of a team and to effectively prioritize multiple tasks;
- Fluency with Microsoft Word, Excel and PowerPoint; knowledge of Microsoft Access and website management skills are desirable.
- Excellent customer service skills and ability to interact with members of the public.
- Minimum educational requirement is a bachelor's degree in a relevant field; at least two years of work experience in a relevant field is preferred.

MINIMUM QUALIFICATIONS

Position requires at least a bachelor's degree. Background or education in energy policy, energy efficiency/renewable energy, utility economics, or related field preferred. Commitment to clean energy, efficient energy use, public service and consumer protection desired.

SALARY AND BENEFITS

This is a full-time, non-classified position. The Energy Policy Analyst serves at the pleasure of the Governor. Salary range is \$45,000 - \$50,000. The State of New Hampshire offers a generous benefits package including health and dental insurance, a retirement plan, a deferred compensation plan, and life insurance and disability plans.

TO APPLY

Submit a letter of interest, résumé, and NH State Employment Application (available at <http://das.nh.gov/jobsearch/Forms.aspx>) to:

Michele Zydel at michele.zydel@nh.gov

Application review will begin on December 1st.

No phone calls, please.